

School Business – May 22, 2020

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations. Please check this site regularly for updates: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services .

Recent posts:

- Schedule of COVID Funds as of May 20, 2020
 - S.L. 2020-3 (SB704) - Requirements and Guidance on School Calendar Updated May 20, 2020
 - S.L. 2020-4 (HB1043) - PRC125 School Nutrition \$75m - Policy and Allotment
 - PRC163 Allotment Policy Updated May 21, 2020
 - State Emergency Leave Policy Updated May 21, 2020
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State of Emergency Leave Extension

The State Board of Education extended the State of Emergency Leave until June 15, 2020. The policy clarified that the employee is only permitted to use the leave on scheduled work hours/days by adding the following to the policy:

Under circumstances where a school district's work calendar for ten-month employees concludes before June 15, 2020, a ten-month employee is not entitled to State of Emergency Leave for days that s/he was not expected to work. Similarly, an hourly employee whose work schedule was to cease at the end of the school is not entitled to State of Emergency Leave for days s/he was not expected to work.

- Illustration: If a school district planned for hourly and ten-month employees' duties to be complete on June 8, 2020, then those workers are not entitled to State of Emergency Leave for June 9-15, 2020.

The full policy is located on the FBS website: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services

HB1043 School Nutrition \$75m

The State Board of Education approved the policy and allotment for School Nutrition funds. The policy and allotment are posted on the FBS website:

www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services

Prepare Now for CSADM Phase II - Final Verification of Initial ADM for SY 2020-21

Due June 1 – 12, 2020 from Charter, Regional and UNC Lab Schools (Only)

EVERY charter, regional and UNC lab school Executive Director (Head of School, Board Chair, etc.) is required to submit in the Charter School ADM Projection System (CSADM), Phase II - Final Verification Initial ADM for School Year 2020-21. As this impacts your school's funding, we will only accept information submitted by the Executive Director (Head of School, Board Chair, etc.)

Phase II Final Verification - Initial ADM submissions are required from:

- current charters, regional and UNC lab schools with 2019-20 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2020, and
- new University of North Carolina (UNC) lab schools, approved by the UNC Board of Governors and scheduled to open July 1, 2020.

Phase II requires the following field to be completed: Enter the Initial ADM. This represents the 2020-21 ADM that is used for the first installment of the annual allotment.

The school may also need to submit a breakdown of where the students are coming from. For assistance please review the CSADM Preliminary Phase II Review - Preparation.

The CSADM Projection System is accessible at:

- CSADM system <https://schools.nc.gov/csadm>
- Financial and Business Services, Independent Public School Operations: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/independent-public-schools-operations

The CSADM is an online system designed to assist each charter, regional and UNC lab school with improving the accuracy of key components in the budgeting process. This information is critical to the budget process and ensures adequate funding and minimal disruption to charter schools and LEA funding.

To access the system, the Executive Director (Head of School, Board Chair, etc.) will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact your school NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp.

DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) at <https://it.nc.gov/ncid/>.

If you have questions concerning CSADM, please contact Angela Harrison in the Division of School Business at 984-236-2449 or angela.harrison@dpi.nc.gov.

Reminders:

- **May 29, 2020** is the last date to submit ABC Transfers for FY 2019-20. *
- The last day to submit a request for an allotment revision item (this includes federal budget approvals) is **June 8, 2020**. *

* Details are in the May 8, 2020 newsletter: www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter .



Public Schools of North Carolina
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